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List of Office of the Comptroller "Temporary Files" of Apparent
Historical ValueNote: Numbers below refer to RM Staff's "Records Control Schedule,"
[redacted] of 14 Nov. 1956 and comments are based on RM's description of
the files.

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Office of the Comptroller

[redacted] as of 14 Nov. 1956)

Office of Comptroller Records Inventory Schedule [redacted]

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9. "Weekly Activity and Production Reports," July 1954-Dec. 1955.
1 ft. Reports submitted by each Division and Staff. Used for personnel
and management purposes. Filed by type of report and chrono. Destroy
after 5 years.

17. "Summary Table of Organization Analyses Ledger," FY 51-56. .1 ft.
Handposted summary of T/O changes by fiscal year and organization
component. Destroyed when no longer used.

26. "Regulation Case Files," 1953-1956. 5 ft. Proposed regulations,
and correspondence pertaining to comments and concurrences. Destroy 6
months to 2 years after issuance of regulation.

27. "Procedure Case Files," 1953-1956. 1.5 ft. Temporary as in
No. 26, above.

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List of Office of Security "Temporary Files" of Apparent Historical Value

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Note: Numbers below refer to RM Staff's "Records Control Schedule," [redacted] of 24 June 1954 and comments are based on RM's description of the files.

Office of Security
(Sheffield Edwards, as of 24 June 1954)

3. "Convenience File (Reading)," no dates. 0.2 feet. Filed chrono. Tempo. Destroy when 1 year old.

(The Administrative Staff files include such subjects as: revolving funds, confidential accounting file on deep covert expenditures, field office file, etc.)

Security Control Staff

33. "Convenience File (Reading)," 1948-1954. .2 ft. Filed chrono. Tempo. Destroy when 1 year old. Cut off each year; destroy 1 year thereafter. (Not destroyed at time that schedule was signed off.)

(This Staff has files on: liaison contacts [individuals cleared for contacts with the Agency], case control file)

Inspection Division

42. "Convenience File (Reading)," 1950-1954, 0.6 foot. Tempo. Destroy when 1 year old.

Security Division

48. "Convenience File (Reading)," 1947-1954. 6.6 linear ft. Tempo. Destroy when 1 year old.

Physical Security Branch

58. "Branch Subject Files," 1947-1954. 26.5 linear ft. Material pertaining to safeguarding classified information and material from loss or compromise; safeguarding Agency installations; security control of visitors; issue and use of identification badges; and operation of a guard organization. Filed alphabetically by subject. Tempo. 1-3 formula.

Personnel Security Branch

74. "Branch Subject Files," 1945-1954, 14.6 linear ft. Papers on issuing security clearances, including the determination of the scope of overt [redacted] security investigations, and appraisal of the resultant investigative reports. Filed alphabetically by subject. Tempo. 1-3 formula.

(Security case files. Disposal not authorized. The main file consists of 1584.1 linear ft. and the "DI" file 114.9 linear ft.)
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Special Security Division

Support Branch

93. "Branch Subject File," 1953-1954, 0.5 linear feet. Papers on development [REDACTED], and other activities. Filed alphabetically by subject. Tempo. 1-3.

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Operations Branch

95. "Branch Subject File," 1949-1954. 5.0 linear ft. Papers on personnel security investigations, covert personnel security guidance. Tempo. Destroy when 3 years old.

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List of Medical Staff "Temporary Files" of Apparent Historical Value

Note: Numbers below refer to RM Staff's "Records Control Schedule," [REDACTED] of 17 August 1956 and comments are based on RM's description of the files.

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Medical Staff

Administrative Support Division

5. "Division Subject Files," 1955-1956. 4.4 cubic feet. Records collected for administrative and planning purposes. Memos, studies, reports, and other documents pertaining to recruitment, rotation and termination of medical personnel, space, security, career service, minutes of meetings. Files according to Agency File Manual. Tempo. Destroy after 3 years.

Supply Branch

13. "Branch Subject File," 1954-1956. 2.0 feet. Papers pertaining to requisitions, forecasts of medical supplies, copies of contracts, security reports of field trips, property turn in reports. Filed according to Agency File Manual. Tempo. Destroy after 3 years.

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[REDACTED]

Technical Services Division

32. "Division Subject Files," 1952-1956. 2.3 cubic feet. Papers on preventive health program, conducting physical examinations, rendering emergency treatment, and developing standards for evaluation of physical fitness reports and to maintain a program of consultative services. Filed according to Agency File Manual. Tempo. Destroy after 5 years.

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List of Logistics "Temporary Files" of Apparent Historical Value

Note: Numbers below refer to RM Staff's "Records Control Schedule," [redacted] of 18 Dec. 1956 and comments are based on RM's description of the files.

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Office of Logistics
(James A. Garrison, Director of L., as of 20 Dec. 1956)
Administrative Staff

74. "Planning Staff Subject File," 1953-1957. 6.4 cubic feet. Papers re providing logistical annexes to operational elements; logistical planning; conducting continuing coordination with operational elements of the Agency to furnish advice and assistance on logistical matters liaison with Department of Defense and other government agencies. Memos, letters, reports, charts, and forms. Prior to 1953 each action was assigned a numerical project number for filing and cross referencing. Filed according to Agency File Manual. Temporary. Cut off each year; retain in current file one year; transfer to Records Center, destroy 5 years thereafter.

Printing Services Division

2. "Subject Correspondence Files," 1953-1956. 2.0 cubic feet. Memos, letters, reports, studies, charts, and various forms used in administering the personnel and operations of the Division. Filed according to Agency Subject File Manual. Temporary. Destroy after 5 years.

Procurement Division

1. "Subject File," 1953-1956. 3.8. Temporary. Destroy after 5 years.

11. "Convenience File," FY 1956, Filed chrono. Temporary. 0.1 cu. ft. Destroy after one year.

Real Estate and Construction Division
Construction Engineering, Acquisition & Utilities Engineering Branches

1. "Subject," 1952-1956. 2.0 cu. ft. Papers on design and construction of Agency owned property and facilities; installation of utilities; acquisition of real estate; space planning procurement; and building maintenance and service. Memos, letters, reports, travel documents, minutes, etc. Filed according to Agency subject filing system. Temporary. Destroy after 5 years.

2. "Chronological File," 1953-1956. 1.0 foot. Used as cross reference when the name of place or project cannot be used in telephone conversation. Chrono. by PY. Temporary. Destroy after 3 years.

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12. "Subject Files," 1952-1956. 0.8 cubic foot. Contains memos, letters, procedures, directives, etc. Filed by subject. Temporary. Destroy after 5 years. Cut-off every 2 years.

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Space, Maintenance and Facilities Branch

14. "Subject Files," 1952-1956. 3.6 cubic feet. Memos, letters, reports, schedules, procedures, GSA documents assigning space to the Agency, etc. Filed by Agency subject filing system for FY 54 and 55. Temporary. Destroy after 5 years. Cut-off at end of FY; retain 1 year and retire to Records Center.

Supply Division

(This division maintains files on such subjects as: cables, inventory listings, property transaction registers, distribution records, stock identification records, master nomenclature cards, cataloging records, chaching records, [redacted], vouchers, etc.)

1. "Subject Files," no dates. 5.0 cubic feet. Temporary. Destroy after 5 years. Cut-off each cal. year; retain 1 year and retire to Records Center.

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19. "Correspondence Files," no dates. 2.5 cubic feet. Filed by subjects selected by the Branch. Temporary. Cut off at end cal. year; retain 1 year, retire to Records Center and destroy 2 years thereafter.

45. "Branch Correspondence," no dates. 0.0 cubic foot. Temporary.
2-2 formula.

Supply Operations Branch

49. "Subject Files," no dates. 5.0 cubic feet. Temporary. 1-5 formula.

Transportation Division Planning and Control Staff

2. "Subject Files," 1953-1956. 2.0 cubic feet. Temporary. 1-3 formula.

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Special Security Division

Support Branch

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93. "Branch Subject File," 1953-1954, 0.5 linear feet. Papers on development of [REDACTED] and other activities. Filed alphabetically by subject. Tempo. 1-3. 25X1A

Operations Branch

95. "Branch Subject File," 1949-1954. 5.0 linear ft. Papers on personnel security investigations, covert personnel security guidance. Tempo. Destroy when 3 years old.

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List of Medical Staff "Temporary Files" of Apparent Historical Value

Note: Numbers below refer to RM Staff's "Records Control Schedule," No. 35-56 of 17 August 1956 and comments are based on RM's description of the files.

Medical Staff

Administrative Support Division

5. "Division Subject Files," 1955-1956. 4.4 cubic feet. Records collected for administrative and planning purposes. Memos, studies, reports, and other documents pertaining to recruitment, rotation and termination of medical personnel, space, security, career service, minutes of meetings. Files according to Agency File Manual. Tempo. Destroy after 3 years.

Supply Branch

13. "Branch Subject File," 1954-1956. 2.0 feet. Papers pertaining to requisitions, forecasts of medical supplies, copies of contracts, security reports of field trips, property turn in reports. Filed according to Agency File Manual. Tempo. Destroy after 3 years.



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Technical Services Division

32. "Division Subject Files," 1952-1956. 2.3 cubic feet. Papers on preventive health program, conducting physical examinations, rendering emergency treatment, and developing standards for evaluation of physical fitness reports and to maintain a program of consultative services. Filed according to Agency File Manual. Tempo. Destroy after 5 years.

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List of Logistics "Temporary Files" of Apparent Historical Value

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Note: Numbers below refer to RM Staff's "Records Control Schedule,"
25X1A [redacted] of 18 Dec. 1956 and comments are based on RM's description
of the files.

Office of Logistics
(James A. Garrison, Director of L., as of 20 Dec. 1956)
Administrative Staff

74. "Planning Staff Subject File," 1953-1957. 6.4 cubic feet. Papers
re providing logistical annexes to operational elements; logistical planning;
conducting continuing coordination with operational elements of the Agency to
furnish advice and assistance on logistical matters liaison with Department of
Defense and other government agencies. Memos, letters, reports, charts, and
forms. Prior to 1953 each action was assigned a numerical project number for
filing and cross referencing. Filed according to Agency File Manual. Temporary.
Cut off each year; retain in current file one year; transfer to Records Center,
destroy 5 years thereafter.

Printing Services Division

2. "Subject Correspondence Files," 1953-1956. 2.0 cubic feet. Memos,
letters, reports, studies, charts, and various forms used in administering the
personnel and operations of the Division. Filed according to Agency Subject
File Manual. Temporary. Destroy after 5 years.

Procurement Division

1. "Subject File," 1953-1956. 3.8. Temporary. Destroy after 5 years.
11. "Convenience File," FY 1956, Filed chrono. Temporary. 0.1 cu. ft.
Destroy after one year.

Real Estate and Construction Division
Construction Engineering, Acquisition & Utilities Engineering Branches

1. "Subject," 1952-1956. 2.0 cu. ft. Papers on design and construction
of Agency owned property and facilities; installation of utilities; acquisition
of real estate; space planning procurement; and building maintenance and service.
Memos, letters, reports, travel documents, minutes, etc. Filed according to
Agency subject filing system. Temporary. Destroy after 5 years.

2. "Chronological File," 1953-1956. 1.0 foot. Used as cross reference
when the name of place or project cannot be used in telephone conversation. 25X1A
Chrono. by FY. Temporary. Destroy after 3 years.

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Space, Maintenance and Facilities Branch

14. "Subject Files," 1952-1956. 3.6 cubic feet. Memos, letters, reports, schedules, procedures, GSA documents assigning space to the Agency, etc. Filed by Agency subject filing system for FY 54 and 55. Temporary. Destroy after 5 years. Cut-off at end of FY; retain 1 year and retire to Records Center.

Supply Division

(This division maintains files on such subjects as: cables, inventory listings,^{25X1A} property transaction registers, distribution records, stock identification records, master nomenclature cards, cataloging records, machine records, [REDACTED] vouchers, etc.)

1. "Subject Files," no dates. 5.0 cubic feet. Temporary. Destroy after 5 years. Cut-off each cal. year; retain 1 year and retire to Records Center.

25X1A

19. "Correspondence Files," no dates. 2.5 cubic feet. Filed by subjects selected by the Branch. Temporary. Cut off at end cal. year; retain 1 year, retire to Records Center and destroy 2 years thereafter.

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45. "Branch Correspondence," no dates. 0.0 cubic foot. Temporary.
2-2 formula.

Supply Operations Branch

49. "Subject Files," no dates. 5.0 cubic feet. Temporary. 1-5 formula.

Transportation Division
Planning and Control Staff

2. "Subject Files," 1953-1956. 2.0 cubic feet. Temporary. 1-3 formula.

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List of General Counsel "Temporary Files" of Apparent Historical Value

Office of the General Counsel

Admin. Officer as of 24 Sept. 1957)

4. "Convenience File (Reading)," 1954 to date. 1.8 cubic feet. Tempo. but disposal not authorized at this time. Filed chrono.

16. "Convenience File," 1951 to date. 3.0 cubic feet. Tempo, but disposal not authorized. Cut off at end of each year; transfer to Records Center when 3 years old.

Note: Numbers above refer to RM Staff's "Records Control Schedule," [redacted] of 24 Sept. 1957 and comments are based on RM's description of the files.

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